

**Subject:** Re: Insurance for North Figueroa Assn/Highland Park  
**From:** Eugene Van Cise <[eugene.vancise@lacity.org](mailto:eugene.vancise@lacity.org)>  
**Date:** 02/12/2015 04:50 PM  
**To:** "mistyli@aol.com" <[mistyli@aol.com](mailto:mistyli@aol.com)>

Misty,

Your insurance agent submitted General Liability for that time period, but not D & O.

Eugene Van Cise  
Management Analyst  
Office of the City Clerk  
[213-978-1315](tel:213-978-1315)

On Thu, Feb 12, 2015 at 4:34 PM, Eugene Van Cise <[eugene.vancise@lacity.org](mailto:eugene.vancise@lacity.org)> wrote:

Misty,

Your invoice for \$405,285.83 was submitted for payment but is being held pending submission of Directors and Officers insurance covering the period of 1/15/14 to 1/15/15.

Eugene Van Cise  
Management Analyst  
Office of the City Clerk  
[213-978-1315](tel:213-978-1315)

On Wed, Jan 28, 2015 at 4:14 PM, Ellen Yuan <[ellen.yuan@lacity.org](mailto:ellen.yuan@lacity.org)> wrote:

Hi Misty,

Your invoice #NFADec14 is received. Please send a copy of D&O insurance coverage from 1/15/2014 to 1/15/2015. Please also have your insurance agent update in our insurance website [Track4LA.lacity.org](http://Track4LA.lacity.org).

We won't be able to process your invoice until the insurance is updated in the system.

Regards,

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Ellen Yuan  
Neighborhood and BID Division  
Office of the City Clerk

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